SUBJECT: Records Retention Schedules & Management Training
EFFECTIVE DATE: September 25, 2018
BOARD POLICY REFERENCE: CIA(LOCAL)

PURPOSE

As a public entity, the College District must comply with state and federal records retention schedule minimum standards. This regulation provides links to the online locations of each applicable schedule pertaining to the various types of documents and records the College District manages in the ordinary course of business.

The College District hereby adopts the records retention schedules as they currently exist and as the Texas State Library and Archives Commission may amend in the future.

This regulation also addresses training for the College District’s designated records liaisons.

RETENTION SCHEDULES

If you have trouble opening the hyperlink to the respective schedule, please contact the Office of the Executive Vice Chancellor and General Counsel.

Records of Public Junior Colleges

This schedule addresses:

- Admission and Assessment Records
- Academic Records
- Financial Aid Records
- Family Educational Rights and Privacy Act Records
- Accreditation Records
- Financial Records
- Personnel Records
- General Education Development (GED) Testing Records
- Miscellaneous Records and Reports
- Library and Museum Records
- Campus Security Records

LOCAL SCHEDULE JC
Records Common to All Local Governments

This schedule addresses:

- Administrative Records
  - Records of Governing Bodies
  - General Records

- Financial Records
  - Fiscal Administration and Reporting Records
  - Accounting Records

- Personnel and Payroll Records
  - Personnel Records
  - Payroll Records

- Support Services Records
  - Purchasing Records
  - Facility, Vehicle, and Equipment Management Records
  - Communication Records
  - Workplace Safety Records

- Information Technology Records
  - Records of Automated Applications
  - Computer Operations and Technical Support Records

Records of Public Safety Agencies

This schedule addresses:

- Records Common to Public Safety Agencies
  - General Operations Records
  - Vehicle, Equipment, and Animal Records
  - Personnel Records
  - Emergency Communications Records
  - Miscellaneous Records

- Law Enforcement Records
  - Arrest and Offense Records
  - Incident Records
  - Operational Support Records
  - Jail Records
  - Juvenile Records
  - Records of Writs and Process
Records of Property Taxation

This schedule addresses:

- Appraisal Records
  - Records of Appraisal Review Boards
  - Records of Property Appraisal
- Property Tax Collection Records
- Motor Vehicle and Boat Licensing and Registration Records
- Liquor Licensing Records
- Occupation Tax Records
- Miscellaneous Records of County Tax Assessor-Collectors

Records of Elections and Voter Registration

This schedule addresses:

- Election Records
- Candidacy and Campaign Finance
- Voter Registration Records

Designated Records Liaisons and Training

Pursuant to Board Policy, all records liaisons (designated below) and other applicable College District personnel shall receive training on the College District’s records management program, including CIA(LOCAL) and corresponding procedures.

The College District designates the following staff as Records Liaisons:

Special Assistant to the Chancellor and Board of Trustees
Vice Chancellor, Business and Finance/CFO (or designee)
Assistant Vice Chancellor, Business and Finance
Controller
Director, Budgets and Insurance
Director, Administrative Computing Services
Director, Purchasing and Transportation
Dean, Student Services